

**TOWN OF ANDOVER MASSACHUSETTS
SCHOOL RECYCLING INITIATIVE
STANDARD OPERATING PROCEDURE**

Andover Schools Nutrition Services
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Department of Public Health
Thomas Carbone, Director

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Overview:

The Town of Andover Massachusetts has recently implemented a recycling program throughout all ten public schools. This program was implemented to provide students and staff with waste diversion stations in the kitchens, cafeterias and lunchrooms to help divert what is being put into the waste stream. As a result of this implementation the amount of trash produced has been reduced significantly in each school. This Standard Operating Procedure (SOP) is meant to educate and help distinguish what can and cannot go into each of the bins, based off of the products provided in the schools and those that are commonly brought from home. The Health Division, Food Service Director and Municipal Services have worked collaboratively to develop this document in order to ensure the program runs as efficiently as possible.

Each page of this document will go over the School Recycling Initiative and Standard Operating Procedures for each piece of the program, in order for it to run smoothly and efficiently for all those involved.

Refusal to comply with these standards and procedures may result in the removal of the recycling / composting initiative in that school.

Revisions of this SOP will be made, if necessary, by the Department of Public Works with the approval of the Health Divisions and the Food Service Director. This SOP as well as future revisions will be dispersed to all parties involved and will be made available to the public on the Town's website.

Materials:

Each school has one or multiple setups (depending on size of school / lunches) and should include:

- Recycling bin
- Drain and drop bin for liquids
- Compost bin
- Food rescue bin
- Trash barrel
- Dollies

All bins are to be properly labeled with laminated labels provided by the Department of Public Works.

Additional materials may be used for learning purposes or for school personalization as long as they adhere to this SOP and/or do not misrepresent the school lunch program.

School specific recycling drives or standards must not be presented, marketed or labeled as part of the School Recycling Initiative.

Recycling Overview:

Many items can be recycled in the lunchroom and prior to this initiative were most likely being thrown in the trash. By providing a recycling bin during all lunches, kids are encouraged to recycle their plastics and help reduce waste.

| Task | Recycling |
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| Description | All materials deemed recyclable are to be placed in the designated bin. All items that are recycled must be free of food residue or liquids in order to avoid contamination. |
| Roles/Responsibilities | Custodial Staff: Ensure recycling bins are disposed of in proper dumpsters or compactors following food prep and lunch periods. Food Service Staff: Recycle items used in back of house deemed recyclable. See appendix. Parent Volunteers: Oversee waste diversion stations to ensure there is limited contamination. Help educate students on stations in order to self-sustain. Students: Actively engage and learn proper disposal methods. DPW: Supply necessary materials including signage and bins. |
| Materials Deemed Recyclable | <ul style="list-style-type: none">• Plastic numbered 1-7 (No #6 Styrene)• Bottles and cans – must be emptied• Milk cartons – must be emptied• Juice boxes |
| Materials Deemed NOT Recyclable | <ul style="list-style-type: none">• Plastic utensils• Paper napkins• Plastic containers that are not Green Ware and are contaminated with food residue such as salad dressing and yogurt• Plastic bags / films or wraps• Tinfoil• Juice pouches such as Capri Suns |

Composting Overview:

Composting is a new program in Andover and in order to help sustain and reduce food waste, this must be done as efficiently as possible to avoid increased cost. Many of the schools have switched to compostable trays and Green ware products, making it easier to utilize composting. The list below has been adopted from our composting vendor, New England Solid Waste Consultants.

| Task | Composting |
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| <p>Description</p> | <p>All materials deemed compostable are to be placed in the designated bins. This will divert food and other compostable products from entering the waste stream. Compost totes are to be placed away from the school building to avoid unwanted pests from entering the school building. All composting bins and barrels are to be lined with Bio-Bags or equivalent liners approved by the Town's current composting vendor.</p> |
| <p>Roles / Responsibilities</p> | <p>Custodial Staff: Ensure compost bins are disposed of in green totes supplied by New England Solid Waste following food prep and lunch periods. Per Board of Health, totes are to be placed 20 feet away from the school building at all times.</p> <p>Food Service Staff: Compost items used in back of house deemed compostable. See appendix.</p> <p>Parent Volunteers: Oversee waste diversion stations to ensure there is limited contamination. Help educate students on stations in order to self-sustain.</p> <p>Students: Actively engage and learn proper disposal methods.</p> <p>DPW: Supply necessary materials and act as a liaison between schools and compost vendor.</p> |
| <p>Materials Deemed Compostable</p> | <ul style="list-style-type: none"> • All Green Ware Products – yogurt parfaits, power packs • Brown napkins • Food scraps including fruit/vegetable scraps and meat bones • Paper • Uncoated paper cups and plates • Paper boats • Straw wrappers |
| <p>Materials Deemed NOT Compostable</p> | <ul style="list-style-type: none"> • Rubber gloves • Frozen food or dairy containers • Plastic coated paper or packaging such as wax paper or granola bar wrappers • Plastic bags or rope • Straws • Twist ties or twine |

Drain and Drop Overview:

In order to avoid liquid being thrown in the trash and increasing trash waste, we have implemented a Drain and Drop system as part of the recycling stations during school lunches. This will allow liquids to be diverted from the trash ultimately reducing tonnage by eliminating it from the waste stream. All drain bins should be correctly labeled and have either a funnel or screen to help avoid straws from getting mixed in. This allows for more items to be recycled or composted since the items are emptied. Children are to empty their beverages into the drain bin and then, depending on what the product is, place in the proper bin (i.e., trash, compost, recycle).

| Task | Drain and Drop |
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| Description | All liquids are to be emptied into the designated bin and containers placed in the proper bin (i.e., recyclables, trash). By diverting liquids, we reduced tonnage and the trash and help lower costs. |
| Roles / Responsibilities | Custodial Staff: Ensure drain bins are emptied following lunch periods and clean for following day. Food Service Staff: Drain liquid items used in back of house and dispose of item correctly. See appendix. Parent Volunteers: Oversee waste diversion stations to ensure there is limited contamination. Help educate students on stations in order to self-sustain. Students: Actively engage and learn proper disposal methods. DPW: Supply necessary materials including signage, strainers and bins. |
| Materials Deemed Recyclable Following the Draining Process | <ul style="list-style-type: none">• Plastic numbered 1-7 (No #6 styrene)• Bottles and cans• Milk cartons• Juice boxes |
| Materials Deemed NOT Recyclable Following the Draining Process | <ul style="list-style-type: none">• Pouches such as Capri-Suns• Straws |

Food Rescue Overview:

The Food Rescue Initiative is a collaborative effort among staff, volunteers, food service staff, and classroom aids, to help reduce food waste and help those in need within our own school district and then others in the community. The Department of Public Works has worked closely with the Food Service Department and the Health Division, to continue we are running this piece of the program properly.

In order for this initiative to work, all must understand that the goal of this whole program is to ultimately reduce waste. This includes food from home and the cafeteria, as permitted, that is not being eaten at lunches. As a result, the food service team has taken note as to what the kids like, don't like and adjusted their menus / ordering processes / and serving styles to help reduce this waste, which keeps operating costs under control. The kitchen staff, students and volunteers need to work together in order to sustain this initiative.

| Task | Food Rescue |
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| Description | Unopened foods, deemed rescuable by this document or the Food Service Staff are to be first distributed to kids within the school, free of charge, and then determined if the items can be donated. |
| Responsibilities | <ul style="list-style-type: none"> • Food Service Staff are to identify items that are rescuable PRIOR to beginning lunch service • Foods will be rescued alongside the compost, recycling and trash containers with assistance from parent volunteers, and students and are to be placed in designated food rescue bin <ul style="list-style-type: none"> ○ The food service staff WILL NOT be responsible for the initial collection of items in order to prioritize high quality lunch service to all. • Food Service Staff are to assess and collect items identified as rescuable when distributed to the students, following lunch service. Food Service Staff maintains the right to retrieve foods that were sold by the kitchen if they are placed in separate location prior to the end of lunch. <ul style="list-style-type: none"> ○ Items that DID NOT come from the kitchen and came from home and were placed in the food rescue bin are allowed to be rescued at the discretion of the volunteer's / students and redistributed to the community however they see fit. Per the Board of Health, all rescued items must be factory sealed and have nutrition and ingredient labels on them, unless they are whole, undamaged fruits. • Kitchen rescued foods are to be held in a separate, designated location labeled "rescued foods" <u>within the kitchen and are to be dated on day of rescue.</u> <ul style="list-style-type: none"> ○ Kitchen rescued foods are NOT to be re-sold or re-distributed on lunch trays, to any students. |

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| | <ul style="list-style-type: none"> • Through communication, the kitchen staff will redistribute rescued foods to nursing staff on an as needed basis and all remaining items will be held by the food service department to be made available to all students if they need something to eat or drink during the school day and cannot afford to purchase or are part of the free and reduced lunch program. • Each week, on a day mutually designated by both the school's food service department and Neighbors in Need/Parent Volunteers, food service will provide any food that they have rescued that has not been utilized by the students in the school, and that they don't anticipate will be utilized before the expiration date, to be donated to the community. When recovering rescued foods, food service can make the determination to donate foods at any time that they know will not be utilized. However, if they believe the foods will be utilized, they have the authority to maintain it in their possession. <p>** Please note that some items like Craisins and whole fruits have a longer shelf life than other products like milk and yogurt, so food service may hold on to these items for a longer period of time before they make the decision to donate.</p> <ul style="list-style-type: none"> • Lunch aids, volunteers, and other school visitors, are not permitted in school kitchens without explicit consent by the Food Service Staff. |
| <p>Items Deemed NOT Rescuable</p> | <ul style="list-style-type: none"> • PowerPacks that have crossed the food service line to a student are to be <u>composted</u>. There is no way of telling whether or not a student has opened the power pack and contaminated the food within. • Pre-portioned yogurt parfaits that cross the food service line into the hands of the student are to be <u>composted</u>, if in Green Ware, as again, we cannot deem them safe for consumption without knowing if the container was opened or not. • Pre-made salads are to be <u>composted</u> if in Green Ware or contents emptied into compost bin and plastic container recycled (if there is no food contamination such as dressing). • Pre-sliced fruit, either from home or lunch service, is not to be rescued and must be <u>composted</u>. • Milk cartons. Unopened milk cartons are to go back to the kitchen staff to be redistributed to kids who need it. At the end of the week / if the |

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| | <p>milk is nearing expiration, the kitchen staff will decide if it can be donated or not.</p> <ul style="list-style-type: none"> • Pre-packaged snacks such as Craisins. Similar to milk, these are to be collected by kitchen staff and given to kids who don't have snack. If there is an abundance left over and food service staff knows they will not be utilized through food service distribution, then the items can be rescued to local charities. • Items that have been packaged in house by the food service department, such as salads, PowerPacks, and yogurt parfaits, cannot be rescued once the item has crossed the serving line and has been purchased by a student. However, if these items are not sold, they are able to be rescued and donated. With that said, these pre-packed items have a shelf-life of 7 days from packaging per the Health Department, so the first option for reducing waste with these items is for food service to either: (1) provide them as an alternative lunch option on other days of the week until they sell out, or (2) dismantle the PowerPacks so that the food can be repurposed in other menu offerings such as the fruit and veggie bar. If food service staff do not anticipate being able to use the products before the end of their shelf-life, they can be rescued and sent out to the community. This is a decision that should be made by the food service department using their best judgement. |
| <p>Items Deemed Rescuable</p> | <ul style="list-style-type: none"> • Any items brought from home that are unopened and in factory sealed containers such as yogurts, whole undamaged fruits juice boxes, or other packaged snacks. • Factory sealed foods, whole undamaged fruits or milks provided by the Food Service Staff deemed as rescuable by the Food Service Staff on designated day. |

Per Board of Health, all food items that are not factory sealed, lack nutrition and ingredient labels are to be disposed of properly. There is no guarantee that a child has not opened the container and contaminated the food within or that the food was prepared near potential allergens such as wheat, soy, or nuts.

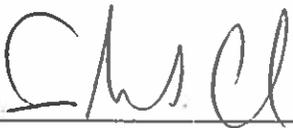
APPENDIX

| MATERIAL | RECYCLABLE | COMPOSTABLE | TRASH |
|-----------------------|----------------------------------|---------------------------------|---|
| Plastic 1-7 | Yes | No | Only if contaminated with food residue. |
| Milk Cartons | Yes – must be emptied | No | No |
| Plastic Utensils | No | No | Yes |
| Paper Napkins | No | Yes | No |
| Juice Boxes | Yes – must be emptied | No | No |
| Greenware | No | Yes | No |
| Yogurt Containers | No | Yes - If in Greenware container | Yes |
| Juice Pouches | No | No | Yes |
| Plastic sandwich bags | No | No | Yes |
| Tinfoil | No | No | Yes |
| Paper Boats | No | Yes | No |
| Wax Paper | No | No | Yes |
| Foil Wrappers | No | No | Yes |
| Straws | No | No | Yes |
| Styrene (#6) | No | No | Yes |
| #10 cans | Yes – must be emptied and rinsed | No | No |

This S.O.P is in effect as signed and dated by the Directors as listed below.



 Gail Koutroubas, Andover School Nutrition Director Dec 27, 2016.
Date



 Thomas G. Carbone, Director of Public Health Dec 27, 2016
Date



 Christopher M. Cronin, Director of Municipal Services Dec 27, 2016
Date